

**Appendix C**  
**Self-Evaluation Form**  
**Professional Development Plan**  
**Professional Improvement Plan**

# Self-Evaluation Form

The Self-Evaluation Form is used by the teacher prior to developing a Professional Development Plan. This form should be shared with the administrator/supervisor when conferencing for the PDP.

Teacher \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Professional Development Plan Option \_\_\_\_\_

1. What has been the most positive aspect of your instructional practice over the last few years?

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2. What area of instruction gives you the most difficulty?

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3. Which one of the goals, as enumerated in the Show-Me Standards or district curriculum guide, do you feel your students were successful in reaching this past year? What evidence can you use to show this success?

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4. Which goal would you target as an area for your students to improve?

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5. If you had last year to do over, what would you change?

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6. What are some of your activities or ideas that you would share with others?

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7. What would you like to learn more about, whether it be from another teacher, a special training program, or other resources?

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8. In working with parents/guardians, what skills do you possess that allow for positive and productive outcomes?

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9. What are your strengths as a teacher?

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10. What areas of your teaching would you like to improve?

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# Professional Development Plan

☐ Enrichment

☐ 1st/2nd-year teacher

NOTE: As a part of the Professional Development Plan, it is strongly suggested that teachers remain aware of PCI, PCII, and CPC license renewal processes so that requirements for renewal can become part of the Professional Development Plan.

Teacher \_\_\_\_\_ School \_\_\_\_\_

Grade/Subject \_\_\_\_\_

Administrator/Supervisor \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Criteria:** (Note: Teachers in 1st and 2nd year will address all 20 criteria in a professional portfolio.)

Refer to attached list.

Related Building/CSIP Goal(s):

Objectives (applicable descriptors):

## Professional Development Plan

Strategies for achieving objective(s):  
(Teacher and administrator/supervisor responsibilities)

Teacher will:

Administrator/supervisor will:

Assessment methods and timelines:

Teacher's comments:

Administrator's/Supervisor's comments:

Plan developed:

\_\_\_\_\_  
Teacher's signature

Date / /

\_\_\_\_\_  
Administrator's/Supervisor's signature

Date / /

Plan completed \_\_\_\_\_

Plan revised \_\_\_\_\_

Plan continued \_\_\_\_\_

Date plan reviewed

\_\_\_\_\_  
Teacher's signature

Date / /

\_\_\_\_\_  
Administrator's/Supervisor's signature

Date / /

Signatures indicate that the above has been reviewed and discussed. Copies to teacher and administrator/supervisor.

## **Standards/Criteria**

**Standard 1:** The teacher causes students to actively participate and be successful in learning process.

1. The teacher causes students to acquire the knowledge and skills to gather, analyze, and apply information and ideas.
2. The teacher causes students to acquire the knowledge and skills to communicate effectively within and beyond the classroom.
3. The teacher causes students to acquire the knowledge and skills to recognize and solve problems.
4. The teacher causes students to acquire the knowledge and skills to make decisions and act as responsible members of society.

**Standard 2:** The teacher uses various forms of assessment to monitor and manage student learning.

5. The teacher uses various ongoing assessments to monitor the effectiveness of instruction.
6. The teacher provides continuous feedback to students and families.
7. The teacher assists students in the development of self-assessment skills.
8. The teacher aligns the assessments with the goals, objectives, and instructional strategies of the district curriculum guides.
9. The teacher uses assessment techniques that are appropriate to the varied characteristics and developmental needs of students.

**Standard 3:** The teacher is prepared and knowledgeable of the content and effectively maintains students' on-task behavior.

10. The teacher demonstrates appropriate preparation for instruction.
11. The teacher chooses and implements appropriate methodology and varied instructional strategies which address the diversity of learners.
12. The teacher creates a positive learning environment.
13. The teacher effectively manages student behaviors.

**Standard 4:** The teacher communicates and interacts in a professional manner with the school community.

14. The teacher communicates appropriately with students, parents, community, and staff.
15. The teacher engages in appropriate interpersonal relationships with students, parents, community, and staff.

**Standard 5:** The teacher keeps current on instructional knowledge and seeks and explores changes in teaching behaviors that will improve student performance.

16. The teacher successfully engages in professional development activities consistent with the goals and objectives of the building, district, and state.
17. The teacher engages in professional growth.

**Standard 6:** The teacher acts as a responsible professional in addressing the overall mission of the school district.

18. The teacher adheres to all the policies, procedures and regulations of the building and district.
19. The teacher assists in maintaining a safe, and orderly environment.
20. The teacher collaborates in the development and/or implementation of the district's vision, mission, and goals.

# Professional Improvement Plan

The Professional Improvement Plan is used to assist teachers not meeting district expectations in one or more criteria. The administrator/supervisor can assign a Professional Improvement Plan at any time a deficiency is noted.

Teacher \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_ Teacher Status: Non-Tenured ☐ Tenured ☐

Criterion:

Performance Indicators:

Activities/ Steps to be Taken	Resources/ Persons Needed	Data to be Collected	Timelines/ Deadlines	Initial Appr.

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher's signature

Administrator's/Supervisor's signature

Plan completed \_\_\_\_\_ Plan revised \_\_\_\_\_ Plan continued \_\_\_\_\_

Date plan reviewed

\_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Teacher's signature

Administrator's/Supervisor's signature

Signatures indicate that the above has been reviewed and discussed. Copies to teacher and administrator/supervisor.